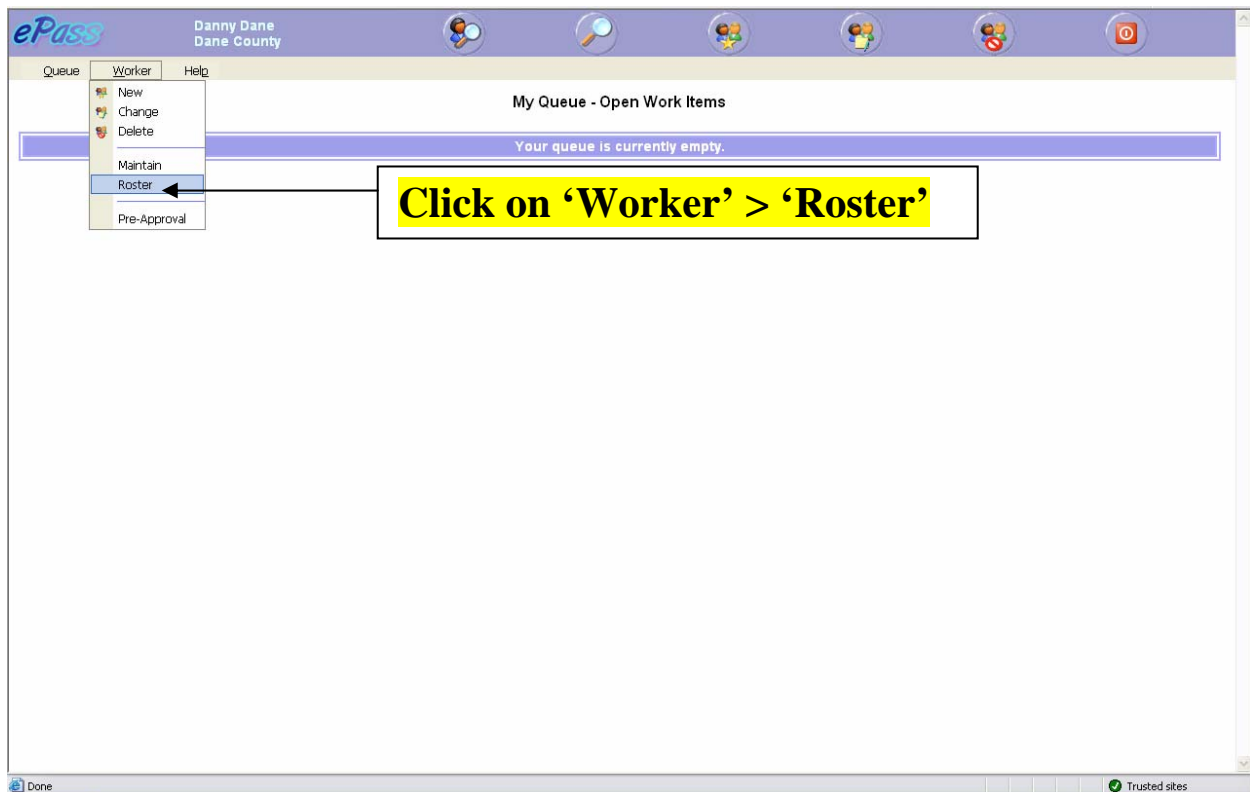# ePASS Quick Reference Guide for County Security Delegates eWiSACWIS Worker Roster

To assist the counties in reviewing a worker's security, the eWiSACWIS Worker Roster page was created. This page contains detailed information about each worker's security access, and can be filtered in a variety of ways.

1. Click on 'Worker' > 'Roster' to open the Roster for your County:

2. This will open the eWiSACWIS Worker Roster page where you can review the workers in your county.
   - **Location** allows you to filter workers by location
   - **Search** allows you to search out a supervisor and all of their workers, or search out all users with 'Manager' in their job class, etc. by entering a key word or two
   - **Workers** allows you to filter by worker status, job class, and/or user group
   - **Search Button** will return the filtered results based on the criteria selected
   - **Reset** will reset the filters back to the default of all locations, Active workers, and all job classes and user groups
   - **Print** allows you to print the worker roster, making distribution by the security delegate to other county users (such as supervisors needing to verify their worker's security) easier
   - If you see **Check** displayed in the Status column, the worker's first name, last name, and/or email address in their eWiSACWIS worker record may not be an exact match with WAMS. To correct information on the worker record in eWiSACWIS, you can click on Worker > Maintain in ePASS.

In addition to basic worker information, the following security information is displayed:

- **Job Class:** This is the worker's job class from their eWiSACWIS Worker Record.
- **Approval Level:** Most workers have an approval level of '1', Supervisor's usually have a '2', and a '3' is needed only to approve Foster Care Rate Settings (but also will be the final approval on everything else). This is tied to the job class, so if a worker's job class is changed on the Maintain Worker page, it may change their approval level as well. If the worker has 'Manager' next to their approval level, this usually indicates the ability to make assignments and to screen Access Reports as a supervisor only (regardless of approval level).
- **Security Group:** This is the group that the user belongs to. Several users may belong to the same group, or it may be specific to one user.
- **Supervisor:** This is the worker's supervisor
- **Security Profiles:** These are the detailed pieces that make up the security group.
- **WAMS Info:** This is the worker's WAMS information and should match with the first column that contains the worker's eWiSACWIS worker record information.